

## GENERAL INFORMATION

The district shall submit this Form no later than two years from the date any funds were released for the project. A separate report is needed for each application. Amounts entered in the Total Project Report column must represent the final costs of the project.

## INSTRUCTIONS - (refer to Title 2, California Code of Regulations, Sections 1866.9 and 1866.9.1)

### Part I - Summary of Receipts and Disbursements

**Item 1. District Funds Deposited** - The amount of district funds that have been deposited into and expended from the deferred maintenance fund. This amount should be at least the ½ percent amount required at the time the Hardship was approved.

**Item 2. State Funds Deposited** - The amount of State warrant(s) received for the State's ½ percent amount and placed on deposit in the district's deferred maintenance fund.

**Item 3. Hardship Funds Deposited** - This is the amount of State warrant(s) received for the hardship project(s).

**Item 4. Interest Earned** - Interest earned on the investment of State Hardship funds reported in Item number 3.

**Item 5. Total Available Funds** - Show the sum of Item numbers 1, 2, 3, and 4.

**Item 6. Expenditures** - The total amount expended from district and State funds. The amount should agree with total expenditures listed on the detail.

**Item 7. Balance Available** - The amount of district and State funds available for project expenses. The balance should be equal to Item number 5 less Item number 6.

**Item 8. Amounts Returned to the State** - The amount of funds returned to the State.

**Item 9. Funds Required** - The amount needed to meet the remaining cost of the project. It is the result of subtracting Item number 8 from Item number 7.

### Part II - Final Construction Report

**Item 1.** Enter the date construction began or as shown on the Notice to Proceed.

**Item 2.** Enter the date construction was completed as stated in the Notice of Completion on the last working contract.

**Item 3.** Show the date the Notice of Completion was filed on the last effective contract. Attach a copy of the Notice of Completion for each contract with this report, if it has not been submitted to this office.

Provide a detailed listing of each expenditure by warrant, the date of the warrant, payee, warrant number, and description/purpose of the expenditure. The use of a transaction record, in lieu of warrant numbers, is acceptable for force account expenditures.

Visit the Office of Public School Construction Web site at [www.opsc.dgs.ca.gov/](http://www.opsc.dgs.ca.gov/) for an EXCEL worksheet, which may be used to assist the District in reporting these expenditures.

Submit to: Department of General Services  
Office of Public School Construction  
Attn.: DMP Audit  
1130 K Street, Suite 400  
Sacramento, CA 95814

SCHOOL DISTRICT	SCHOOL SITE NAME	APPLICATION NUMBER <b>40 /</b>	
BUSINESS ADDRESS	COUNTY	FISCAL YEAR	TYPE OF HARDSHIP
PREPARER'S NAME (TYPED)	PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	
DISTRICT REPRESENTATIVE NAME (TYPED)	DISTRICT REPRESENTATIVE TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	

**Part I - Summary of Receipts and Disbursements**

ITEM	TOTAL PROJECT REPORT	THIS COLUMN FOR STATE USE ONLY
1. ½ percent of District Funds Deposited		
2. ½ percent of State Funds Deposited		
3. Hardship Funds Deposited		
4. Interest Earned on Hardship Funds		
5. Total Available Funds		
6. Expenditures		
7. Balance Available		
8. Amount Returned to State		
9. Funds Required (7-8)		

**Part II - Report on Progress of Project**

ITEM	ENTRY
1. Date construction began per inspector's report or Notice to Proceed (attach copy for each contract)	
2. Date construction actually completed per Notice of Completion	
3. Date Notice of Completion was filed (attach copy for each contract)	

**Certifications:**

I certify, as the District Representative, that:

- I am designated as an authorized representative by the governing board of the District; and,
- The Public Contract Code was adhered to in the construction of the project included in the application; and,
- This Form is an exact duplicate (verbatim) of the Form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- I certify under penalty of perjury under the laws of the State of California the statements in this form are true and correct.



SIGNATURE OF DISTRICT REPRESENTATIVE

DATE